

Memorandum

TO: CITY COUNCIL

FROM: Mayor Chuck Reed

SUBJECT: IPA RECRUITMENT

DATE: October 28, 2008

Approved

Chuck Reed

Date

10/28/08

INFORMATION

The Office of the Independent Police Auditor plays an integral role in the civilian oversight process. The office provides independent oversight of and instills confidence in the complaint process through objective review of police misconduct investigations. By providing outreach to the San José community and making thoughtful policy recommendations to the City Council, the IPA works to promote accountability and to strengthen the relationship between the San José Police Department and the community it serves. This is an important personnel appointment for the City Council. The term of the Independent Police Auditor expires at the end of the year and we will conduct a national recruitment.

Selection Process/Candidate Profile

Councilmembers Williams and Campos have agreed to assist me with the recruitment process. Due to the critical nature of the Independent Police Auditor position, I will also be including various stakeholders in the interview process. Please forward recommendations regarding stakeholders who should be involved in the interview process to my office.

Attached please find the candidate profile used for the 2004 recruitment. I welcome any comments or suggestions on this profile.

Recruitment and Selection Timeline

Below is the timeline I will use to bring a candidate forward.

Activity

Date

Retain Search Firm
Publication of Recruiting Materials
Closing Date for Application
Panel Interviews in San José
Appointment by Mayor and City Council

November
December
February
February/March
March/April

INDEPENDENT POLICE AUDITOR 2004 CANDIDATE PROFILE

The ideal candidate will demonstrate the ability to build strong, yet independent, working relationships with a wide array of constituents and community representatives. Those individuals deemed to be highly qualified will be proactive, entrepreneurial, and outgoing leaders who blend the best aspects of leadership and technical competence, and who exhibit an exemplary commitment to uncompromising personal and professional integrity.

Along with demonstrating respect for the importance of the IPA's independence, the new Auditor will be expected to understand and genuinely value the history of the Office of the IPA in San José, as well as its mission and authority under the City Charter. This individual will also need to quickly grasp the unique complexity and depth of San José's diversity and the challenges faced by professional policing, and to focus on effective solutions that achieve results for the community and the City.

Education & Experience

Extensive knowledge of police operations, procedures, training, and performance standards is required. In addition, fundamental knowledge of criminal and administrative investigations, as well as familiarity with current case law in the criminal law field, penal and evidence codes, and other related authorities will be weighted favorably. Experience in local government and working with elected officials will also serve candidates well in competing for this position. Ideal candidates will possess a track record of success and reflect a history of extensive, proactive community engagement along with the ability to work effectively under intense pressure and scrutiny. Experience in effective written and oral communications for a wide variety of audiences is desirable. Experience in a similar role is highly preferred. A Bachelor's degree in a related field is required. A Master's degree and/or Juris Doctorate is desired.

Professional Competencies and Characteristics

In addition to the above qualifications and previously identified characteristics, the following attributes have been identified as being critical to the predictable success for the incoming IPA. Ideal candidates will display:

- A strong passion for community relations and outreach
- Outstanding verbal and written communication skills
- Superior analytical abilities
- A high level of resiliency and the ability to not take things personally
- Exceptional interpersonal skills
- Creativity and innovation
- An aptitude for navigating through challenging or ambiguous situations or cultures
- A high degree of political sensitivity
- Effective facilitation, negotiation and diplomacy skills
- A fondness and talent for managing people
- The ability to apply objectivity and impartiality even under the most difficult of circumstances
- Traits that reflect a high energy and self-motivating personal style
- Commitment to achieving solutions and results
- A willingness to make a long-term commitment to San José